



PERSONNEL POLICIES AND PROCEDURES

Subject: **PERFORMANCE-BASED SALARY STEP INCREASES**

Effective: 7/1/01

Number: **3.6**

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I. POLICY STATEMENT

It is the policy of the City of Long Beach that salary step increases for employees in applicable bargaining units shall be based on satisfactory job performance following the specified hours of employment served in each step.

II. PROCEDURES

A. Eligibility

Classified and unclassified employees in applicable bargaining units who are in classifications with 7-step salary ranges are covered by this policy.

B. Performance-Based Step Advancement

1. Initial Step Placement - Employees shall be placed at step 1 of the salary range established for their classification unless placed at other than step 1 as provided in Personnel Policy and Procedure Number 3.1, Step Placement.
2. Anniversary Date for Step Advancement Performance Appraisal - Following 1044 *hours of employment* (six-month period) at steps 1, 2 and 3; and after 2088 hours of employment (one-year period) at steps 4, 5 and 6; an employee shall receive an Employee Performance Appraisal for that period of time. The following chart illustrates the number of hours of employment required to be served for consideration for advancement from each step in the salary range:

STEP	1	2	3	4	5	6	7
HOURS	1044	1044	1044	2088	2088	2088	

3. Satisfactory Performance Rating - Upon completion of the time in each step as described above, the employee shall be advanced to the next salary step only if he/she receives an overall rating of "Meets Job Requirements" or higher on their most recently completed Employee Performance Appraisal. The rating period shall be based on the employee's *anniversary date*. The Civil Service Department shall develop and administer the Employee Performance Appraisal form for classified employees.
4. Discussion of Performance Rating with employee - Each supervisor shall meet privately with the employee being evaluated no later than 30 days after their *anniversary date* to discuss the rating with the employee. The employee should then be

requested to sign and date the form. However, if the employee refuses to do so, the supervisor should write: "Employee refused to sign" at the bottom of the form, initial and indicate the date of the discussion.

5. Below Satisfactory Performance Rating

- a. In the event the employee does not receive an overall "Meets Job Requirements" rating, the employee shall not advance to the next step until such time as the employee receives a new Performance Appraisal with an overall rating of "Meets Job Requirements".
- b. If an employee does not receive a step increase, he/she shall be re-evaluated no later than six-months after the original date the step increase was due. If the employee receives an overall "Meets Job Requirements" rating after a re-evaluation, the employee shall be advanced to the next step effective on the final date of the re-evaluation rating period. The employee shall be eligible for their next step increase in accordance with the provisions of item II B.1 above, i.e., either six-months or one year thereafter.

- 6. Failure to Complete Performance Appraisal** - If an employee's Performance Appraisal form is not completed within thirty (30) calendar days after the step increase is due, the employee shall advance to the next step retroactive to the date the step increase was scheduled.

C. Appeal Process

If an employee does not receive a step increase because of his/her performance rating, he/she may appeal the rating as follows:

1. **Step One – Immediate Supervisor** - A complaint shall be presented orally or in writing directly by the employee to the immediate supervisor within ten (10) working days from the date the supervisor meets with the employee to review the rating. The immediate supervisor shall respond back to the employee within ten (10) working days from the date the complaint was received.
2. **Step Two – Department Head/Designee** - If the employee is dissatisfied with the results of the supervisor's response, he/she may appeal the matter to the Department Head or designee, ten (10) working days from the oral or written response from the supervisor regarding the rating. The Department Head or designee shall respond to the employee within ten (10) working days from receipt of the complaint. (In the case of employees from the Water Department and the Harbor Department, this shall constitute the final step of the appeal process).
3. **Step Three – Director of Human Resources/Designee** - If the employee is dissatisfied with the response from the Department Head or designee, the employee may proceed

by written request to the Director of Human Resources within ten (10) working days from the date of decision of the Department Head.

- a. If the matter is submitted to the Director of Human Resources, he/she shall review the matter within twenty (20) working days after receipt of the written request from the employee. The Director of Human Resources or designee shall hold such hearings and conduct such proceedings as may be necessary, but such hearings and proceedings shall be conducted in an expeditious and confidential manner with the involved parties only. Employees called as witnesses shall be released from duty as needed.
- b. The findings of the Director of Human Resources shall be transmitted only to the parties to the dispute within ten (10) working days from the date of the hearing or proceeding. The decision of the Director of Human Resources or designee shall be final and binding upon all parties and is not subject to the grievance procedure.
- c. In all of the above steps, the employee is entitled to the same representation as provided for in the grievance procedure.

III. DEFINITIONS

- A. "Anniversary Date" – The date upon which an employee's advancement to the next salary step shall become effective. This date occurs when an employee completes the hours in salary steps 1 through 6 as noted in Section IIB.
- B. "Hours of employment" - All paid hours, excluding overtime .

IV. REFERENCES

Memorandum of Understanding between the City of Long Beach and the Long Beach City Employees Service Lodge 1930, District Lodge 777, International Association of Machinists and Aerospace Workers, Article Two, Section I D.

Memorandum of Understanding between the City of Long Beach and the Long Beach Association of Engineering Employees, Article Two, Section I C.

Memorandum of Understanding between the City of Long Beach and the Long Beach Association of Confidential Employees, Article Two, Section I C.